

# California Housing Finance Agency Job Opportunity

## Accounting Administrator I (Specialist) Financial Statement Services

Salary Range	\$4674 - 5681
Final File Date	Open Until Filled
Division	Fiscal Services Division, Financial Statement Services Unit
Specific Location	12 <sup>th</sup> & L, Downtown Sacramento
<b>Tenure &amp; Time base</b>	Permanent & Full-time
Number of Positions	One
Questions?	Suzanne Pratt 916-319-9718 or <a href="mailto:spratt@calhfa.ca.gov">spratt@calhfa.ca.gov</a> California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Suzanne Pratt California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at <a href="http://www.spb.ca.gov">www.spb.ca.gov</a> or by contacting CalHFA. <b>Please specify that you are interested in position #139 on your application.</b>
Duties	<p>This unit is responsible for all of the accounting, administration and support functions related to the Agency's Homeownership investment portfolio, production of the Agency's financial statements and production of other financial reports for Agency staff, the Board of Directors and other governing bodies within the State of California. Under the general direction of the Accounting Administrator II in the Financial Statement Services Unit, this Accounting Administrator I performs high level technical duties related to the preparation of the Agency's financial statements, other financial reports and accounting for the Agency's investment portfolio.</p> <p><u>Essential Duties:</u></p> <p>30% Prepare quarterly financial reports for the Housing Finance Fund in accordance with Generally Accepted Accounting Principles ("GAAP"). Prepare statements and reports to meet State Controllers Office and Department of Finance guidelines. Perform high level technical analysis of accounts in support of financial statement preparation.</p> <p>25% Prepare year end financial statements for the Housing Finance Fund in accordance with GAAP. Prepare higher level audit schedules for the annual financial audit of the Housing Finance Fund. Prepare, review and/or provide comment on footnotes for the year-end financial statements. Review and comment on the management discussion and analysis section of the annual report. Attain and maintain a high level of knowledge regarding GAAP and recent GASB pronouncements.</p> <p>20% Prepare adhoc financial reports for Agency staff, the Board of</p>

<p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>Directors, other governmental entities and outside parties. Perform higher level account analysis and maintenance (for example, closing out accounts for fully redeemed bonds; analyzing and reconciling due to/due from transactions among all funds; analyzing and preparing entries related to cross calls).</p> <p>10% Act in a lead capacity for duties related to accounting for the Homeownership investment portfolio: Train senior accounting officers on accounting duties for investments; coordinate preparation of quarterly and year end accruals related to the homeownership investment portfolio; review audit schedules related to the homeownership investment portfolio. Review transaction requests, transfer requests and any other documentation in connection with the investment of funds.</p> <p>10% Participate in fiscal services automation initiatives, working with outside consultants, information technology staff and staff members from other divisions of the Agency to implement automation improvements related to the Financial Statement Services unit.</p> <p><u>Marginal Duties:</u></p> <p>5% Other duties as required.</p>
02/26/2007	